

## Monthly Status Report

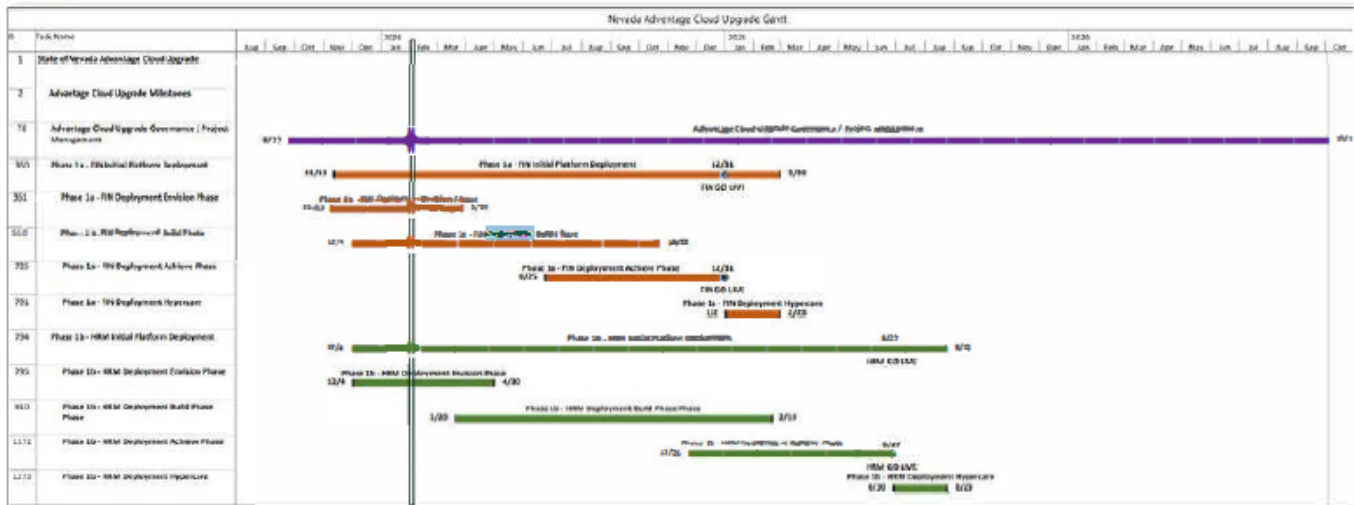
Reporting Month	January 2024
Report Number:	004
Project	State of Nevada Full Suite Advantage 4 System Integration
Project Managers	██████████ [OPM] / ██████████ [CGI]
Author	██████████ [CGI Project Manager]

### Summary:

All four governing Project Management Plans (PMP) have been submitted by CGI and approved by OPM. Discovery sessions started for Advantage 4x HRM and continue for the Advantage 4x FIN team. FIN has one remaining session before the series is concluded and requirements are finalized. Chart of Accounts (COA) centralization planning is more than halfway complete for the State. The team anticipates concluding this work in February 2024 which will enhance efficiency across the State.

Detailed updates can be found below in each of the respective project workstreams.

### High Level Timeline Status:



## Project Management Office (PMO) Activities

PMO activities focused on January deliverables, schedule management activities, and PMO operations. Risk and Issues will be captured in the interim MS Excel Risk and Issue logs until the project has the Jira Issue Type established.

### PMO Operations

- CGI PMO onboarded four (11) and offboarded two (1) CGI project staff for the project. We continue to collect fingerprinting documentation and background checks. Identification badges are in process for newest onboards. Printed Badges were provided to staff in January.

### Schedule Management

- The Meeting Cadence document was updated to reflect meetings defined in the Project Management Plan documents. The PMP meetings will start in February
- The following Project deliverables scheduled for January were submitted to OPM:
  - Monthly Status Report #2 (Nov 2023) - Approved 1/3/2024.
  - Monthly Status Report #3 (December 2023) – Approved 1/17/2024.
  - Risk Management Plan – Approved 1/17/2024.
  - Issue Management Plan – Approved 1/17/2024.
  - Scope Management Plan– Approved 1/17/2024.
  - Training Strategy - Approved– Approved 1/19/2024.
  - Test Strategy – Resubmission 1/31/2024.
- The Project Schedule .mpp file is December delivery that remains in progress. A resubmission of the Schedule was delivered 1/26/2024. The resubmission captured updates from the joint team schedule management reviews for FIN, HRM, Technical team, OCM and Agile execution team. The team continues to collaborate on addressing feedback in preparation for schedule baseline.

### Scope Management:

- Three Change Requests were submitted to OPM for Change Control Committee review. The CCC meeting to review the Change Request is scheduled for February 5<sup>th</sup>.
  - CR005-FIN\_ Envision Stage\_Delivery Date Change
  - CR006-HRM\_ Envision Stage\_Delivery Date Change
  - CR007-Interface and Integration Strategy Deliverable

## Organizational Change Management (OCM) and Communication

In January, OCM began planning for upcoming stakeholder engagement activities and strategic communications. Specifically, the OCM team:

- Launched the planning process to execute the first quarterly stakeholder meeting, scheduled for Feb 28, 2024. This planning included facilitating a discussion with OPM leads on audience needs, drafting a potential agenda, collating the first draft of the slide deck, and beginning slide revision and refinement.
- Revised, formatted, and finalized quarterly update memos to Statewide Leadership and All State Employees.
- Using raw data reports of current users using State FIN and HRM systems, created first draft of stakeholder inventory, including FIN and HRM end-user groups. Analyzed data to explore types of end-users, beginning to create and categorize end-user sub-groups. This differentiation will support the training team in customizing training for the specific needs of each audience.
- Continued drafting and refining the OCM and Communication Plan deliverable, due to the State on Feb 14.
- Determined OCM work products and events to include in the CGI schedule. These milestone events outline the key components of the OCM and Communication Plan deliverable.
- Designed “Ask Me about CORE.NV” sign and acquired production quote.
- Continued to host a daily OCM Stand-up meeting with OPM leadership to discuss work in progress; tracked status with Kanban board.
- Welcomed and onboarded two (2) new OCM consultants, who will be supporting stakeholder analysis, OCM metrics and measurement, and strategic communications.

## Training

The Training team finalized the Training Strategy Plan this month, setting the approach for training through the lifecycle of the CORE.NV project. After receiving and adjudicating OPM comments and edits, the team reviewed the document in a joint OPM/CGI review session and then finalized the document.

The training team also began the process of writing a Change Request to broaden the scope of training to include execution and delivery of end-user training. This Change Request will be presented to OPM at the beginning of February.

Finally, the training team welcomed a new training lead, [REDACTED]. [REDACTED] has extensive training experience, specifically around Enterprise Resource Planning (ERP) implementations, and we welcome him to the team.

## Human Resource Management (HRM)

The HRM Discovery Workshops kicked off on January 3<sup>rd</sup> and it has been a busy month, 17 workshops were completed. As we move into February, we will begin Workshops on our last Functional area (Payroll Accounting Management) and take the information we have gained in our functional workshops into detailed workshops to cover Security, Workflow, Reporting, and Interfaces. Highlights of work completed in December include:

- Wrapped up Position Control discovery.
- Established weekly meetings with State HRM team to review progress against the plan.
- Looking ahead, we have mapped out our February discovery sessions and will be beginning the work on our first submission of the Discovery Workshop Findings.

## Financial

January has been another busy month with the Financial team focused on completing the Discovery Workshops phase of the project, Chart of Accounts conversion, and preparation for the build phase of the project.

- The team completed the Discovery Workshops sessions for the areas of Accounts Payable, Cost Accounting, Fixed Assets, Security, Business Roles, and most of Workflow.
- The Financial team has completed the Discovery Workshops Findings Part 1, and the Business Process Analysis Findings Part 1 documents for submission to the CGI PMO organization.
- The Budget and COA lead has continued to participate in the Core. NV teams COA crosswalk meetings, to support the state's efforts to transition to the Advantage Financial Chart of Accounts structure.
- Looking ahead, we have established meetings in February to make sure we are aligned with the state on all the interfaces being planned for Phase 1. We want to be sure that any interfaces that could be eliminated in the minimum viable product with Advantage Financial functionality are accounted for.
- We have also started to schedule deep dive meetings on individual tables to look at process and conversion. We are starting with the Vendor Customer table on February 5<sup>th</sup>.

## Technical

CGI's technical workstream has focused on the following pre-work activities during the Envision Phase. The area of focus in January has been primarily conversions for the financial.

- Two additional sets of CGI Advantage 4.X Cloud environments were set up and are available for CGI for testing and validation. This brings the total environments to three, [REDACTED]. We also have an Advantage Insight environment available for testing and validation.
- The process of setting a [REDACTED] VPN between CGI and the state networks is in progress. All the required information has been provided to the State. The State team will take the next steps upon their next availability.
- A conversion approach for CGI Advantage Financial has been produced and shared with the functional team. The draft conversion load order, the list of manual and automated tables have been identified. COA crosswalk spreadsheets have been submitted to the state for entering data. The conversion preparation for financial is in full swing.
- The first draft of the Technical Training Plan has been delivered to the State for feedback.

- The State has identified the Interfaces that will be built by CGI. CGI is coordinating with the different teams to have follow up discovery sessions on interfaces during February.
- CGI Advantage 2.X Support resources have been granted full access to work service tickets for Advantage 2.X and working closely with NV Legacy team for knowledge building.
- The first initial draft of the report strategy document is with CGI for internal review.

## 90-Day Look Ahead:

\*Pending approval of CR005, CR006, CR007

### February 2024

- January Monthly Status Report #4 submission – 2/2/24
- P1A Initial Discovery Workshops Findings – 2/7/24
- P1A Initial Business Process Analysis Findings – 2/7/24
- P1A Program Increment Objectives – March TBD
- Organizational Change Management and Communication Plan – 2/14/24
- Forms, Conversions, Reports Strategy – 2/28/24

### March 2024

- February Monthly Status Report #5 submission – 3/4/24
- P1A Part 2 Discovery Workshops Findings – 3/11/24
- P1A Part 2 Business Process Analysis Findings – 3/11/24
- Interface/Integration Strategy – 3/15/24
- PI 1 Sprint 1.1 Results – 3/4/24
- PI 1 Sprint 1.2 Results – 3/18/24
- P1A Envision Stage Complete – 3/25/24
- P1B Initial Discovery Workshops Findings – 3/29/24
- P1B Initial Business Analysis Findings – 3/29/24
- Continued HRM Discovery Sessions

### April 2024

- March Monthly Status Report #6 submission – 4/2/24
- PI 1 Sprint 1.3 Results – 4/1/24
- PI 1 Sprint 1.4 Results – 4/15/24
- Phase 1b Program Increment Objectives – 4/16/24
- P1B Part 2 Discovery Workshops Findings – 4/30/24
- P1B Part 2 Business Process Analysis Findings – 4/30/24